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## DIRECTORATE OF SCIENCE AND TECHNOLOGY

PLANS, PROGRAMS AND PROJECTS  
DD/S&T Instruction 230-2

11 FEB 1964

### Preparation and Handling of Special Group Papers

#### I. PURPOSE

The purpose of this instruction is to establish procedures for the preparation and handling of papers originating within the Directorate of Science and Technology for the Special Group; these instructions supersede OSA 2414-63 on the same subject.

#### II. GENERAL

The responsibility in DD/S&T for staffing Special Group papers rests with the Assistant Director, OSA, also designated Special Group Officer (SGO), DD/S&T. All Offices in DD/S&T will levy requirements and conduct liaison or coordination related to Special Group papers via or in coordination with SGO/DD/S&T.

#### III. PROCEDURES

A. Special Group meetings are held on Thursday of each week. Normally, the requirement for Special Group papers originating in DD/S&T will emerge from Wednesday's USIB meeting. Frequently, DD/S&T will have additional forewarning of the requirement through knowledge of the deliberations of COMOR on Thursday preceding the USIB meeting.

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NRO review(s) completed.

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PLANS, PROGRAMS AND PROJECTS  
DD/S&T Instruction 230-2

B. Special Group papers which require the signature of the Director, National Reconnaissance Office (i. e., those which are related to the National Reconnaissance Program) will be transmitted to the DNRO not later than the Monday morning preceding the Thursday Special Group meeting, thereby permitting their return in time to be in the hands of the Special Group Officer, DD/P, by close of business (COB) Monday. Copies will not be released by NRO or CIA until the DCI or the DDCI has approved their release. Normally, this will occur at the DCI's 0900 meeting on Tuesday. Copies must be ready for dissemination immediately following the DCI's Tuesday morning meeting.

C. Special Group papers will be prepared for the DNRO with signature lines for the DD/S&T and the SGO/DD/S&T.

D. Special Group papers will be delivered to the DD/S&T in time for his approval by COB Friday.

E. SGO/DD/S&T will be responsible for appropriate coordination with the Chairman, COMOR.

F. DD/S&T Offices shall advise the *Col. Sedford* SGO/DD/S&T prior to COB on Thursday of each week of any business which the DD/S&T contemplates submitting to the Special Group the following Thursday.

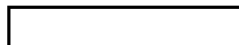
IV. TYPES OF PAPERS AND FORMAT

A. Special Group papers normally prepared under these procedures will be:

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**PLANS, PROGRAMS AND PROJECTS**  
**DD/S&T Instruction 230-2**

(1) CIA portion of the Monthly NRO Overflight Forecast. This will be prepared in draft form and submitted to the DD/S&T for approval and further CIA coordination as required before it is transmitted to DNRO. It should be delivered to the NRO not later than Friday preceding the last Thursday of the month.

(2) Operational plans or proposals for overflight activity. These will be submitted in brief format with the following sections and tabs:

Table of Contents  
Justification (Prepared by SA/DD/S&T (COMOR))  
Operational Concept  
Air Defense Analysis  
Climatology  
Cover/Contingency Plan  
Maps and Charts as appropriate

The first page in the brief will contain a memorandum to the Special Group, with appropriate recommendations, signed by DNRO.

(3) Papers prepared by the Committee on Overhead Reconnaissance for the Special Group in response to an inquiry or in justifying a continuing program. These will be addressed to the Special Group and signed by the Chairman, COMOR.

(4) Papers or proposals responsive to general community requirements which must have Special Group approval and which are within the purview of the NRO.

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PLANS, PROGRAMS AND PROJECTS  
DD/S&T Instruction 230-2

B. Papers for the information of or action by the Special Group but not related to the National Reconnaissance Program. These will be prepared in the normal Agency format.

C. The Weekly Recapitulation of OSA Activities is prepared for the DCI's use in briefing the Special Group and will be delivered to the DCI by COB Wednesday.

V. COORDINATION AND DISTRIBUTION

A. It is the responsibility of the originator of a paper to conduct appropriate coordination and to maintain a record of coordination obtained prior to submission. A separate distribution sheet should be attached to the document (except those for Special Group Members) showing the distribution which normally will be as follows:

- 1--Special Assistant to the President for  
National Security Affairs (via Mr. Peter Jessup)
- 2--Deputy Under Secretary of State for Political  
Affairs (via State TCO)
- 3--Deputy Secretary of Defense (via DIA/TCO)
- 4--DCI
- 5--Office of the Special Assistant to the President  
for National Security Affairs (Mr. Peter Jessup)
- 6--DNRO
- 7--DDCI
- 8, ~~2~~--DD/S&T
- 9 10--DD/I (via [redacted])
- 10 11--Special Group Officer/DD/S&T (*Col. Sedford*)
- 11 12--Special Group Officer/DD/P
- 12 13--SA/DD/S&T (COMOR)
- 13 - D/FA/OSA

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PLANS, PROGRAMS AND PROJECTS  
DD/S&T Instruction 230-2

- 14--D/FA/OSA
- 15--D/FA/OSA
- 16--C/CC/OSA
- 17--RB/OSA
- 18,19--SGO/DD/S&T (hold copies)

B. A copy of any additional briefing notes for the DCI or the DNRO, and any memoranda for the record prepared by a DD/S&T officer present at a meeting of the Special Group will be forwarded to the SGO/DD/S&T for file. Those preparing either of the foregoing documents should cite or reference in the memorandum the related Special Group paper by title, date, and control number.

C. It is not necessary to notify the SGO/DD/S&T in writing of actions taken in pursuance of Special Group approvals except where the Special Group action includes the requirement for a report.

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ALBERT D. WHEELON  
(Deputy Director  
(Science and Technology)

Attachment  
Special Group Paper Flow Chart

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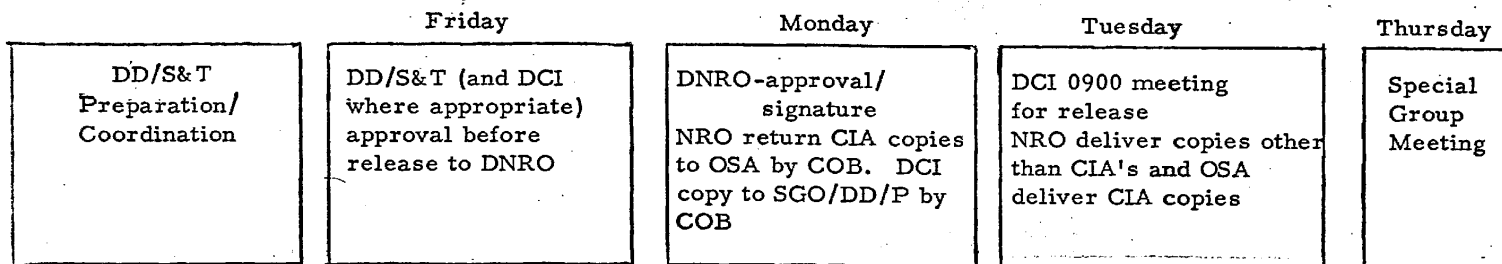
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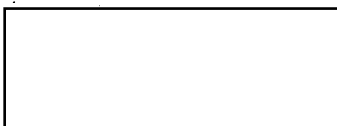


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SPECIAL GROUP PAPER FLOW CHART

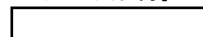


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## DIRECTORATE OF SCIENCE AND TECHNOLOGY

### PLANS, PROGRAMS AND PROJECTS DD/S&T Instruction

#### Preparation and Handling of Special Group Papers

#### I. PURPOSE

The purpose of this instruction is to establish procedures for the preparation and handling of papers originating within the Directorate of Science and Technology for the Special Group; these instructions supersede DD/S&T Instruction 230-2 dated 11 February 1964.

#### II. GENERAL

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#### III. PROCEDURES

A. Special Group meetings are held on Thursday of each week. Normally, the requirement for Special Group papers originating in DD/S&T will emerge from Wednesday's USIB meeting. Frequently, DD/S&T will have additional forewarning of the requirement through knowledge of the deliberations of COMOR on Thursday preceding the USIB meeting.

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PLANS, PROGRAMS AND PROJECTS  
DD/S&T Instruction

B. Special Group papers which require the signature of the Director, National Reconnaissance Office (i.e., those which are related to the National Reconnaissance Program) will be transmitted to the DNRO not later than the Tuesday morning preceding the Thursday Special Group meeting. Copies will not be released by NRO or CIA until the DCI or the DDCI has approved their release. Normally, this will occur at the DCI's Pre Special Group meeting Monday afternoon. Copies will be disseminated following DNRO's signature on Tuesday.

C. Special Group papers will be prepared for the DNRO with signature lines for the DD/S&T and the SGO/DD/S&T.

D. Special Group papers will be delivered to the DD/S&T in time for his approval prior to the Pre Special Group meeting.

E. SGO/DD/S&T will be responsible for appropriate coordination with the Chairman, COMCR.

F. DD/S&T Offices will advise the SGO/DD/S&T prior to COB on Thursday of each week of any business which the DD/S&T contemplates submitting to the Special Group the following Thursday.

IV. TYPES OF PAPERS AND FORMAT

A. Special Group papers normally prepared under these procedures will be the following:

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DD/S&T Instruction

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- 1 - Special Assistant to the President for National Security Affairs (via Mr. Peter Jessup)
- 2 - The Deputy Under Secretary of State for Political Affairs (via State TCO)
- 3 - The Deputy Secretary of Defense (via DIA/TCO)
- 4 - Director Central Intelligence
- 5 - Office of the Special Assistant to the President for National Security Affairs (Mr. Peter Jessup)
- 6 - Director, National Reconnaissance Office
- 7 - DDCI
- 8 - DD/S&T
- 9 - DD/I
- 10 - Special Group Officer DD/S&T
- 11 - Special Group Officer DD/P
- 12 - SA/DD/S&T (COMOR)
- 13 - D/FA/OSA

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DD/S&T Instruction

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C. It is not necessary to notify the SGO/DD/S&T in writing of actions taken in pursuance of Special Group approvals except where the Special Group action includes the requirement for a report.

ALBERT D. WHEELON  
Deputy Director  
for  
Science and Technology

Attachment  
Special Group Paper Flow Chart

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SPECIAL GROUP PAPER FLOW CHART

FRIDAY

MONDAY

TUESDAY

THURSDAY

SGO DD/S&T Staff Document (Preparation & Coordination by Appropriate Elements)	AM	AD/OSA Forward Document to DD/S&T for Approval	AM	Copies 1-6 Delivered to DNRO for Approval/Signature	Special Group
	Noon	AD/OSA Distribution to Members of Pre Special Group Meeting		NRO Process Cys 1-5 for Onward Delivery by CIA	
	PM	1430: DCI's Pre Special Group Meeting DDCI CH/COMDR DDI + DDST DDP	Noon	SGO DD/S&T Notified of Return of DCI's Copy	
			PM	SGO DD/S&T Complete Balance of Distribution. Also Notify Pre Spec Gp Members to Date & Stamp Their Copy.	

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TO	NAME AND ADDRESS	DATE	INITIALS
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks: *(Attachment is a rewrite of Instruction 230-2 which reflects actual timing and procedure for Special Group papers.*  
*1) Paper changes transmitted to ONRC from AM Monday to AM Tuesday.*  
*2) Changes DCI approval from AM Tuesday to PM Monday (Pre-Special Group meeting).*  
*3) Changes Dept approval from COB Friday to AM Monday.*  
*Approval and signature recommended.*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

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